

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

**CLASSIFICATION:
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
(REDACTION TEAM)**

Approved by Staff Services Manager I – Janice Muldrow
Signature: *Laura Suarez, SSM I (A)*

Date Approved:

6/16/2022

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under the direction of the Medical Record Director, the Associate Governmental Program Analyst provides non-legal subject matter expertise on matters related to privacy, such as developing and updating hospital specific policies and procedures, incident response, and investigations regarding privacy compliance. Conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives, and make recommendations on a broad spectrum of administrative and program-related problems. Review and analyze proposed legislation and advise management on the impact or potential impact. May act as team leader or coordinate the efforts of representatives of various governmental agencies on larger projects, and represent the State or a given department as assigned.
 - 40% **Reviewing and Redacting SVP Evaluations:**
Responsible for protecting the privacy of victims, witnesses, and other third parties by reviewing all Welfare and Institutions Code section 6600 reports, redacting all victim and witness information prior to providing patients (both current and former) access or copies. Save original and redacted copy on shared drive for staff access.
 - 20% **Reviewing and Redacting Patient Records:**
Review and redact all victim, witness, and other confidential information contained within documentation in the Designated Record Set of current and former patients in response to a record request, including, but not limited to patient record access requests, Release of Information requests, and subpoenas, when necessary.
 - 15% **Privacy Officer Back-up:**
Report all hospital specific privacy and security incidents to the Chief Information Security Office and Chief Privacy Officer, log, and track privacy incidents for the hospital. Perform hospital site investigations on incidents, log and track corrective action, maintain documentation for oversight entities, and coordinate corrective action with the Information Security Office and hospitals. Follow up to ensure corrective action is fully implemented. In Privacy Officers absence,

attend DSH Privacy Program Incidents Meeting weekly, and Protected Health Information (PHI) meeting biweekly. Interface with the Chief Privacy Officer regarding non-attendance of privacy training as needed. Assist in ensuring attendance.

15% **Subpoena Desk Back-up:**
Assist in responding to subpoenas, court orders, release of information, and record requests for patient health information. Ensure that authorizations are valid. Ensure that requests for patient information are valid and the information is released lawfully.

10% **Leadership/Communication:**
Represent DSH-C at internal and external meetings including departmental workgroups. May serve as a liaison on policy matters with HIM staff, hospital staff, and other outside agencies. Has the authority to plan, design, and carry out work established by the HIM Director as a primary consultant of designated employees within their work unit. Act as an advisor/trainer/backup role to HIM staff and provide training and demonstrations to staff as needed. Maintain professionalism and work positively with all levels of management, supervisors, and staff. Utilize a high degree of initiative, judgment, and responsibility when dealing with all staff and the public.

2. SUPERVISING RECEIVED:

Medical Record Director

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; and methods and techniques of effective conference leadership.

ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop

and evaluate alternatives; analyze data and present ideas and information effective both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports utilize interdisciplinary teams effectively in the conduct of project priorities, coordinate the work of others, act as a team or conference leader; and develop and effectively utilize all available resources.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Apply knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Actively support a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Support safe working environment; practice the strategies and interventions that promote a therapeutic milieu; apply and demonstrate knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrate awareness to multicultural issues in the workplace that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrate professional interactions with patients and maintain therapeutic boundaries. Maintain relationship security in the work area; take effective action and monitor, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintain and safeguard the privacy and security of patients' Protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Willingness to learn and do routine or detailed work in order to learn the practical application of administrative principles; and demonstrate capacity for development as evidence by work history, academic

attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility. Ability to maintain daily documentation and provide reports as requested to attend to details to keep up with deadlines and to demonstrate the knowledge of hospital policies and procedures.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used office material/equipment and application of office computer applications (ex: MS Excel, Word, Outlook, PowerPoint, Access, etc.). Working knowledge of specialized HIM applications including but not limited to ADT, WaRMSS, TAB Fusion. Understanding of both conventional and advanced health record systems and methodology used by healthcare facilities, classification of morbidity and mortality information for statistical purposes, diagnostic techniques and modes of therapy and federal, state regulatory requirements specific to HIM.

6. **LICENSE OR CERTIFICATION:** None. It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**
Training Category – 2 – Training Procedure No. 03-11.
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date